

FINANCE AND MANAGEMENT COMMITTEE

20th June 2013

PRESENT:-

Conservative Group

Councillor Wheeler (Chairman), Councillor Mrs. Watson (Vice-Chairman) and Councillors Hewlett (substitute for Councillor Watson), Jones, Lemmon, Murray and Smith.

Labour Group

Councillors Frost (substitute for Councillor Taylor), Mulgrew (substitute for Councillor Wilkins), Rhind, Richards, Southerd and Tilley (substitute for Councillor Bell)

In Attendance

Councillors Atkin and Harrison (Conservative Group)

FM/1. **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor Watson (Conservative Group) and Councillors Bell, Taylor and Wilkins (Labour Group).

FM/2. **MINUTES**

The Open Minutes of the Meeting held on 25th April 2013, were taken as read, approved as a true record and signed by the Chairman.

MATTERS DELEGATED TO COMMITTEE

FM/8. **FINANCE AND CORPORATE SERVICES SERVICE PLANS 2013/14**

It was reported that Service Plans were a key part of the Council's performance management framework, acting as an important link between high level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy, and personal performance objectives established through the Employee Review and Development Scheme. The form and content of service plans had been reviewed and minor changes had been made. The amendments captured a number of cross-cutting themes for the Council such as the Transformation Programme, Partnerships, outcomes and linking priorities to budgets. Detail was provided on the content of the Service Plan, a copy which was appended to the report. The Plan would cover a one year period and be reviewed at the end of March 2014. Progress reports to Members would be made on a quarterly basis.

RESOLVED:-

That the Service Plan for Finance and Corporate Services be approved as the basis for service delivery, for the period 1st April 2013 to 31st March 2014.

FM/9. CORPORATE PLAN 2009-14: PERFORMANCE MANAGEMENT YEAR END REPORT

A report was submitted detailing progress and achievements during the year 2012/13, in relation to the Council's Corporate Plan 2009-14. Appendices to the report gave detail on the progress against Corporate Plan key projects, performance measures, and Health and Safety accident statistics 2012/13. The Corporate Plan consisted of 4 main themes or priorities. In March 2012, the Corporate Plan was refreshed. Each theme contained a number of outcomes. This Committee was responsible for the delivery of 4 outcomes within the Value for Money theme. Details were provided in the report and appendices.

Arising from the consideration of this item, reasons for responses to official complaints, outside the target date of 10 working days, was provided. Additionally, clarification was sought on the number of employees trained in Safety Awareness.

RESOLVED:-

- (1) That the achievements and out-turn performance at year-end 2012/13 in relation to the Council's Corporate Plan 2009/14 be noted.***
- (2) That where progress has failed to achieve the specified target, the response be noted.***
- (3) That an overview of the number of accidents as part of the Council's Health and Safety performance management framework be received .***

FM/10. CONSULTATION ANNUAL REPORT 2012/13 AND ACTION PLAN 2013/14

A report was submitted on the Annual Consultation Strategy that detailed how consultation activities would support the delivery of key priorities set down in the Corporate Plan 2009/14. It detailed the achievements made during 2012/13 and their contribution to Council priorities. The refreshed 2013/14 action plan was also submitted.

The key consultation exercises for 2012/13 were summarised in the report covering the following areas:

- Council Tax Reduction Scheme
- Citizens Panel Surveys
- Local Development Framework Consultation
- Budget/Corporate Priorities

The report then looked ahead, providing information on the range of planned consultation activities for 2013/14.

During consideration of this item, it was noted that data should be reported following exit interviews with Officers leaving the Council.

RESOLVED:-

- (1) That the key consultation achievements for the year ending 31st March 2013 be noted.***
- (2) That the refreshed Action Plan, as shown in an Appendix to the report, which will guide the work of the Council in undertaking consultation with its service users, residents, partners and staff, be approved.***
- (3) That the refreshed Consultation and Engagement Strategy, as shown in an Appendix to the report, be approved.***
- (4) That the planned consultation activity to be undertaken by the Council in 2013/14, be noted.***

FM/11. **COMMUNICATIONS ANNUAL REPORT 2012/13 AND ACTION PLAN 2013/14**

A report was submitted on the outcomes achieved in external and internal communications during 2012/13. It presented an action plan for 2013/14 that detailed how communication activities would support the delivery of key priorities set down in the Corporate Plan 2009/14.

The Communication Team's external work had increased the awareness of the District Council, whilst improvements in internal communications had had a positive impact on the workforce.

The report gave examples of the external communications, with a graph showing media coverage over the year. Specific commentary was included on web, social media, Twitter, Facebook and blogs. Further sections looked at the Local Development Framework, Graphic Design, Communications Report, Corporate Campaigns, Promoting the District and supporting Economic Growth, Improved Value for Money, Improved Recycling, Improved Lifestyles built on the legacy of the Olympics, and Improved Feeling of Safety and Security. A section was also provided on internal communications, before looking ahead to 2013/14.

There was mention of the Customer Access Strategy Board being reconvened. It was requested the Council's Twitter page include details of other events taking place within the District. The Communications Champion praised the Communications Team for their hard work.

RESOLVED:-

- (1) That performance against the Communications Action Plan 2012/13 be noted and the Communications Action Plan for 2013/14, be approved as shown in appendices to the report.***
- (2) That the Council's revised Communications Action Plan for 2013/14 be approved.***
- (3) That the updated Corporate Communications Campaigns, be approved.***

FM/12. DATA QUALITY STRATEGY 2012/13 ANNUAL REPORT AND ACTION PLAN 2013/14

A report was submitted on the revised Data Quality Strategy 2012/15 which was adopted by the Committee in June 2012. An audit of the Council's data quality and performance management arrangements was undertaken in February 2013 by Central Midlands Audit Partnership (CMAP) in order to follow up on the KPI self assessment process previously conducted in 2011.12 and as part of the Council's 2012/13 Audit Plan.

The report included a section on the Data Quality Self Assessment Audit undertaken and the resultant findings. The audit report focussed on the weaknesses in the Council's systems of control and made recommended control improvements, as CMAP considered appropriate. The audit report contained two recommendations; one being considered a low risk and the other, a moderate risk. However, it was noted there were no adverse implications for the Council's Annual Governance Statement arising from this work. In light of the findings from the audit, the Council's Data Quality Strategy Action Plan for 2012/13 was updated accordingly.

The report concluded by looking at the Action Plan for 2013/14, which included the adoption of a revised Data Quality Strategy and the roll out of training.

RESOLVED:-

- (1) That progress made against the Data Quality Strategy Action Plan 2012/13, be noted.***
- (2) That the Action Plan 2013/14, be approved.***

FM/13. CORPORATE EQUALITIES AND SAFEGUARDING ANNUAL REPORT 2012/13 AND ACTION PLAN 2013/14

A report was submitted on the achievements in 2012/13 and the changes proposed to the Council's approach to equalities, following the implementation of the Equalities Act 2010. It also sought approval for the Corporate Equalities and Safeguarding Annual Report 2012/13 which was to be published on the Council's website and the Corporate Equalities and Safeguarding Action Plan for 2013/14. The report detailed the duty on public authorities and others carrying out public functions. In this regard, specific mention was given to

eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations. The report mentioned progress made during 2012/13 and concluded by looking at the planned activities for 2013/14.

RESOLVED:-

- (1) That the Corporate Equalities and Safeguarding Annual Report for 2012/13 shown in an Appendix to the report, be approved for publication.**
- (2) That progress against the 2012/13 Action Plan, be noted.**
- (3) That the Corporate Equalities and Safeguarding Action Plan for 2013/14 shown in an Appendix to the report, be approved.**

FM/14. **ANNUAL TRAINING REPORT 2012/13 AND PRIORITIES FOR 2013/14**

A report was submitted to propose the priority actions for corporate training activities during 2013/14 to support the achievement of the Council's Corporate Plan 2009/14. It also provided an overview of corporate training, learning and development activities completed during 2012/13 and the outcomes. The detail of the report provided a review of 2012/13, including a graph showing training days for the year. Sections were then included on the following areas:-

- Review of training activity 2012/13
- Training for front line staff
- Modern Apprenticeships
- Work Experience
- MyView Performance Development Review and Competency Framework Module

The report then looked at the key outcomes from this training activity, particularly in relation to the leadership and management development, health and safety, and vocation/professional training. The report also looked at priorities for 2013/14 and detailed proposals for training under the following headings:-

- Leadership and Management Development
- Health and Safety
- Employment Policy
- E-learning resources
- IT Training
- Soft skills
- Outreach

There was discussion on the style of training used and the suggestion in future of technology being used more, to carry our training. There was further discussion regarding IT training for Members with performance targets set, with a view to reporting these back to the Committee. In relation to general training needs for Members, it was requested that Members liaise with their

Group's Champion on training needs. There was mention of the national 'Get Britain Working' campaign and the Council's involvement in the scheme. There was a suggestion when considering work experience placements, the Council also gives consideration to those with learning difficulties.

RESOLVED:-

- (1) *That the priority areas for training and development during 2013/14, which are linked to the delivery of the key priorities of the Council's Corporate Plan 2009/14, be approved.*
- (2) *That the range of training activities and actions provided during 2012/13, be noted.*

FM/15. **ANNUAL HEALTH AND SAFETY REPORT 2012/13 AND ACTION PLAN 2013/14**

A report was submitted to give an overview of the Council's health and safety performance, including an analysis of accident data for 2012/13. It reflected the Council's approach in enabling managers and employees to understand and fulfil their health and safety responsibilities. The Health and Safety Action Plan, approved by the Health and Safety Committee on 23rd April 2013, was available electronically and set down the priorities for health and safety work during 2013/14.

The report detailed the main achievements over the year with particular reference to accidents, the HSE inspection, ROSPA Gold Award and training. Other sections covered training, achievements in Health and Safety training, the implementation of IT, risk assessments, professional support and an accident analysis. The report concluded by setting out the targets for 2013/14.

RESOLVED:-

That the key health and safety achievements and performance for the year ending March 2013 be noted and the Health and Safety Action Plan that sets down the priority actions for 2013/14, be approved.

FM/16. **COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS – 1ST OCTOBER 2012 – 31ST MARCH 2013**

An informative report was submitted on the comments, compliments and complaints received during this period. These comprised one comment, 43 compliments and 31 complaints. Tables were included within the detail of the report showing the division to which each related. Statistics were then provided on the Freedom of Information requests received.

Members requested the heading of future reports should include compliments. Members also requested to be informed of complaints in their Ward areas, by way of a summary of the nature of the complaint, and the complainant's name.

RESOLVED:-

That the complaints and Freedom of Information requests, as detailed in the report, are noted.

FM/17. **MELBOURNE LEISURE FACILITIES**

The report outlined that in November 2011, Members noted the intention to award a 5 year lease for the management of the Melbourne Assembly Rooms to the Melbourne Centre Group, now the Melbourne Assembly Rooms Ltd and the approval for the continued support of the Group to enable them to take on the long term management of the Centre as a vibrant community facility. Further to this, to continue to support the Melbourne Sporting Partnership with the submission of the Cockshut Lane Playing Field to the Queen Elizabeth II Playing Fields Scheme. The report provided an update on the two projects and sought approval to grant a 30 year lease of Melbourne Assembly Rooms to Melbourne Assembly Rooms Ltd. Members were informed there was a break option and either party could terminate the lease at any time subject to 3 months prior written notice.

RESOLVED:-

- (1) That the grant of a 30 year lease to Melbourne Assembly Rooms Ltd for the management of the now named Melbourne Assembly Rooms, be approved.***
- (2) That the update on the Melbourne Sporting Partnership be noted.***

FM/18. **WORK PROGRAMME**

The Committee was asked to review its work programme.

RESOLVED:-

That the updated work programme be noted.

FM/19. **IMPLEMENTATION OF AN E-COMMITTEE SOLUTION**

The report set out the options for replacing printed material associated with agendas, minutes and other papers produced as part of the Council's Committee system. The report proposed an E-Committee solution with the use of tablet devices at the centre of changes proposed. The proposal supported the aim of the Council becoming 'Paperlite'. The report outlined this would generate cashable savings from the reduction in printing and distributing committee papers with added environmental benefits and also provide an opportunity for reviewing ICT provision for Members to make use of modern day technology in their role as community leaders. The proposal was based on feedback from trials, a review of relevant technology options, together with a detailed understanding of current processes and associated costs. The report detailed the paper volumes during 2012/13. Sections in the report detailed existing equipment, evaluating an alternative solution, new equipment, hardware solutions, laptops, tablets, iPads, implementing an e-committee

solution, training, remote wiping, and the members ICT Protocol. The report also identified the wider IT Strategy. On-going savings were detailed at the end of the report.

There was discussion in relation to various sections of the report and Members welcomed the changes identified in the report. Members requested protection for the tablets by provision of a case/cover. Members also acknowledged the environmental impact of producing less paper. Members requested adequate training be provided regarding use of tablets in meetings.

RESOLVED:-

- (1) *That the plan for the replacement of Member laptops and printers is ceased.*
- (2) *That tablet devices are used in place of printed material for all Committee Meetings with effect from the October 2013 cycle of Committees.*
- (3) *That laptops and printers currently held by Members are returned to the Council on receipt of the new tablets.*
- (4) *That Members sign a remote “wipe” agreement allowing devices to be restored to factory settings if they are lost, stolen or misplaced.*
- (5) *That Members sign an updated “Protocol for the use of Information Technology by Members of South Derbyshire District Council” to reflect the new tablet devices and enhance security arrangements.*

FM/20. **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

MINUTES

The Exempt Minutes of the Meeting held on 25th April 2013 were received.

LAND AT MELBOURNE (Paragraph 3)

Approval was granted for the disposal of land detailed within the report..

R. WHEELER
CHAIRMAN